Create a Blog on Blogger.com

Blogs
Interactive. Constructivist. Collaborative. Communities.
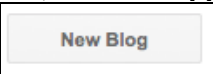
WHAT IS A BLOG?

A blog—a shorthand term that means "Web log"—is an online, chronological collection of personal commentary and links. A typical blog combines text, images, and links to other blogs, web pages, and other media related to its topic. The ability for readers to leave comments in an interactive format is an important part of many blogs.

LEARNING OBJECTIVES
- Create an account on Blogger.com
- Create your blog using various blog features and templates
- Edit and publish your blog
- Learn about the different settings
- Learn to create a collaborative blog

Create a New Blog Using your Google Account

1. Login to **www.blogger.com**
2. If you don't have a **Google account,** you need to first create one by clicking the **Create an account** link at the bottom of the page.
3. If you already have a Google Account, simply enter your username and password to sign in.
4. Once you are signed in, click the **App** icon > **More** > select **Blogger.**
5. Click the **New Blog** button to start a new blog.
6. Enter blog's **Title, Address** and **Template.**
7. Then click **Create blog!**
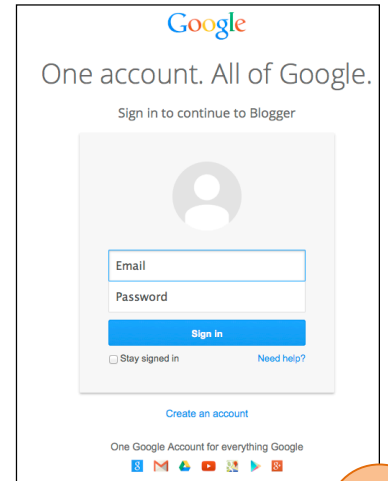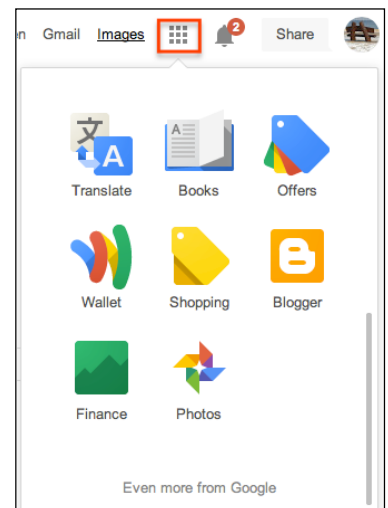
Blogs List › Create a new blog

Title: New Blog Name

Address: newblognames .blogspot.com ✓

This blog address is available.

Template:
Dynamic Views | Simple | Picture Window
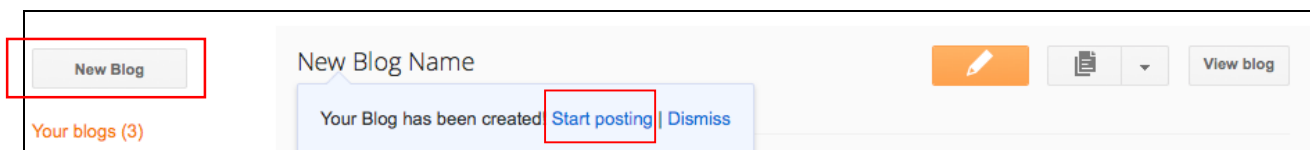Awesome Inc. | Watermark | Ethereal

You can browse many more templates and customize your blog later.

Create blog! | Cancel

When your blog is done, click the **Start posting** link on the **Dashboard** page.

New Blog
Your blogs (3)

New Blog Name
Your Blog has been created! Start posting | Dismiss
View blog

Already have a blog!?
Simply sign in from your Existing Blog

Create Blog | Sign In

1. Open a browser and enter the **URL** of your blog.
2. Click the **Sign In** button on the top right corner or at the bottom of your blog depending on your template.

What is the Dashboard?

Click on blogger logo to get to the Dashboard. The **Dashboard** is your starting point after you sign in to the blog. This area lists all your blogs, and you can click on the icons next to the blog items to perform desired actions - New post, Other options, View blog, see the blogs you are following, and a drop-down menu for **Overview, Posts, Comments, Pages, Settings, Stats, Layout, Template,** and **Earnings** and many more.

Blog Overview

After you click open a blog, you are brought to the **Overview** page of your blog. Here you can see your blog's activities, and Blogger's news and tips.

- Click on the **Create New Post** icon to write a new post.
- Click the **View Posts** icon to **view, edit** or **delete** all past posts.
- Click **My blogs** link to view other blogs that you have created.

Create New Post, Save, Preview & Publish

Create a New Post
Choose **Posts** to start a new post. Then you will choose any of the **Publish, Save, Preview** or **Close** options at the top. There are additional options for **Labels, Schedule, Location, Enclosure Links** and **Options** you can use. Choose either **Compose** or **HTML** view to create your post.

1. Enter **Title.**
2. Choose the **Compose tab.**
3. Type **content.**
4. Choose desired **Labels** and **Options** under **Post settings,** click **Done.**
5. Click **Save, Preview** or **Publish.**

Add Links

Click on the **Link** Link icon to enter web address or email address.

Insert Images

Click on the **Insert Image** icon, and browse for an image or multiple images from your computer or from the web to insert to your post.

Insert Video

Click on the **Insert Video** icon, and browse for a **YouTube** video. Or **copy** the Embed code of the video and **paste** into HTML view.

Insert a Jump Break

Click the **Jump Break** to break up a long paragraph of text with a **'Read more'** option.

Preview Post
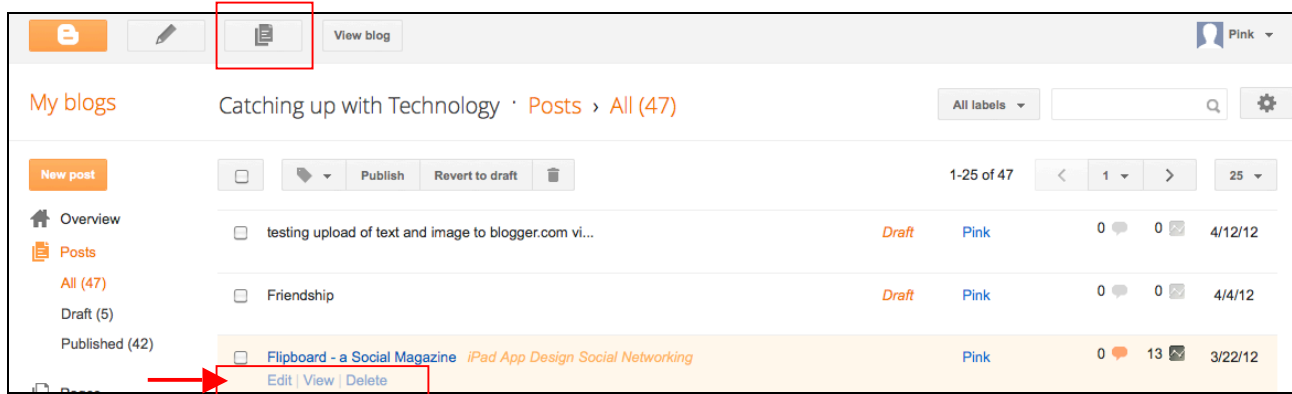Click the **Preview** button.

Save Post
Click the **Save** button.

Publish Post & Close
Click the **Publish** button, and then **Close** the editor.

Edit Posts

Click [icon] to go to the **Posts** screen; move your mouse and hover over the draft or published version of your post, and then select the **Edit, View** or **Delete** option.
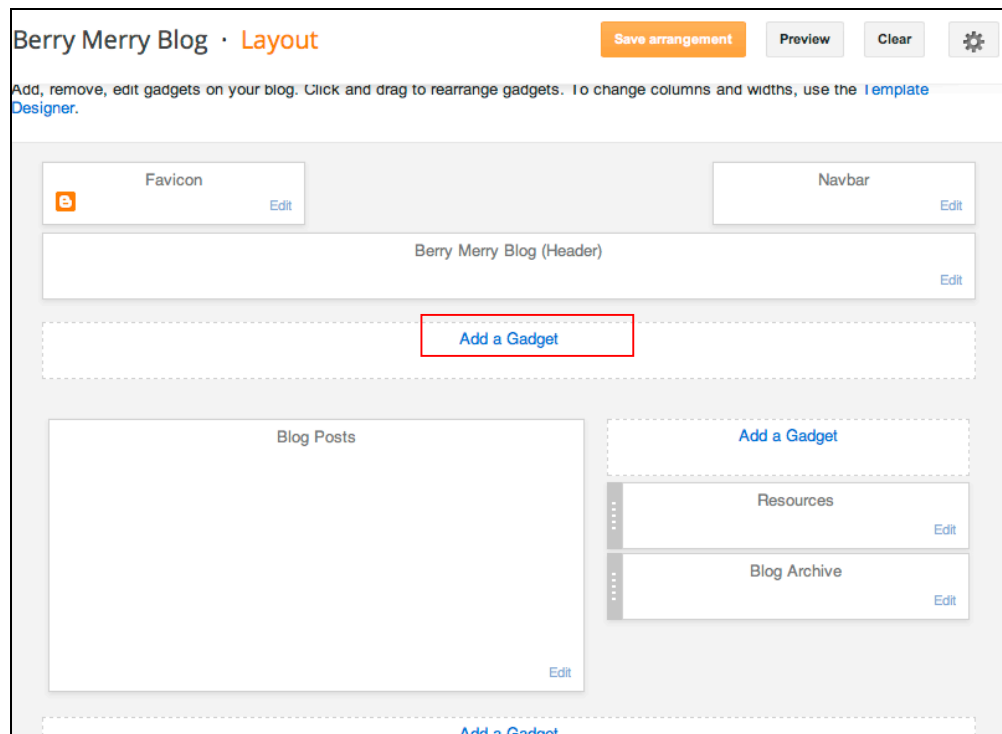

Pages

Choosing the **Pages** option [Pages icon] and click on **New Page** to create a new page.

To show pages as tabs, choose **Layout** > **Add a Gadget (under Header)**> **Pages**> choose **Pages to show** > choose **Pages Order** > click **Save**. Then click **Save Arrangement** button to save changes.
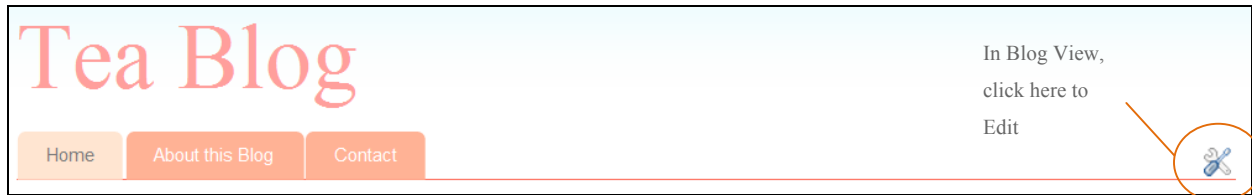
Blogger pages let you publish 20 stand-alone pages linked from your blog. Once your page is published, you will see a **Widget icon** on your blog after you have logged in. Widgets allow you to edit the block of content they are referring to.

Pages widget lets you add link to your pages as tabs at the top of your blog, or as links in your blog's sidebar. In the Pages widget, you can decide which pages will have links, and in what order they will appear. You can also choose whether or not you want links automatically created for pages when you create them by checking or unchecking the box to the left of **New Page.**

Layout

Choosing the **Layout** option and edit layout and gadgets as desired.
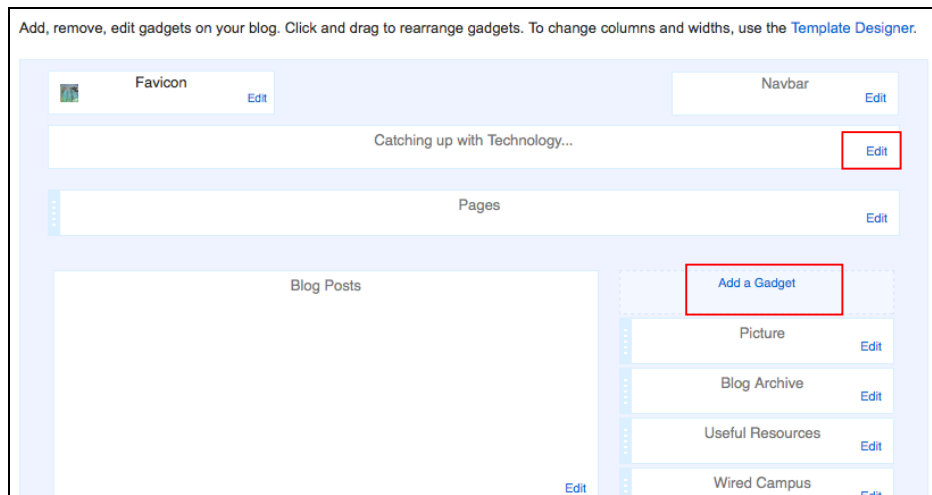
Add a List Gadget with Email link

1. Click the **Add a Gadget link** to add a new gadget.
2. Choose the **List** option.
3. Enter **Title** and number of list items.
4. Enter item into **Add List Item** button.

5. Click on the **Edit** link when your item has been added.

6. Type **Writers Rep (It is very important that you type this in *As Is*.)**
7. Click **Add item.**
8. Click **Save.**

Add a Video Bar

1. Click on **Add a Gadget**
2. Choose **Video Bar**

3. Fill in all the information as needed.
4. Click **Save** when you are done.

Add a Newsreel

1. Click on **Add a Gadget**
2. Choose **Newsreel**

3. Fill in all the information as needed.
4. Click **Save** when you are done.

Add a Link List

1. Click on **Add a Gadget**
2. Choose **Link List**

3. Fill in all the information as needed.
4. Click **Save** when you are done.

Customize the Header

1. Click on the **Edit** link on the right hand of the Header.

2. Browse to select a banner image from your computer or from the web.
3. Choose **Placement** position to be '**Behind title and description'**, and '**Shrink to Fit'** if desired.
4. Click **Save** when you are done.

Templates

Pick or change a template by choosing **Template**. Choose one of our many default templates or you can click on the orange **Customize** button to get started with our easy-to-use WYSIWYG ("What you see is what you get") template designer. If you'd like to edit the HTML of your blog, just click the gray **Edit HTML** button.
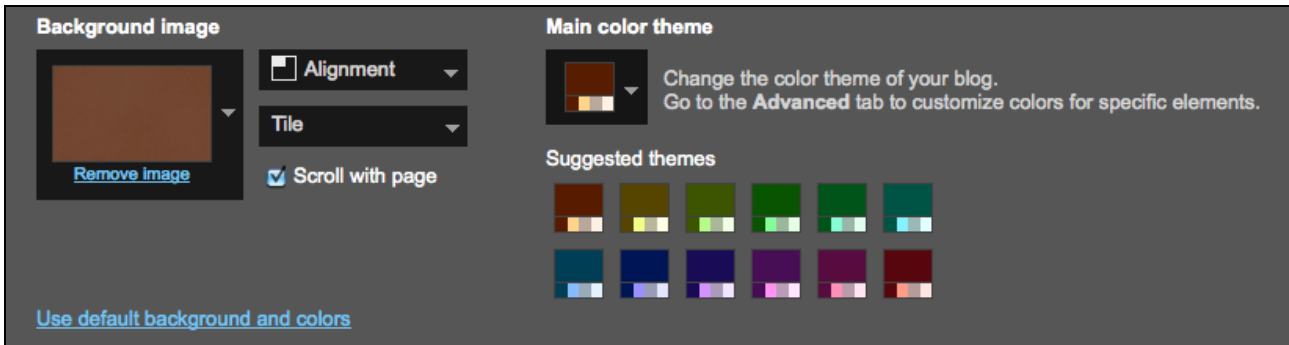
You can also choose special templates tailored for mobile devices for your blog.
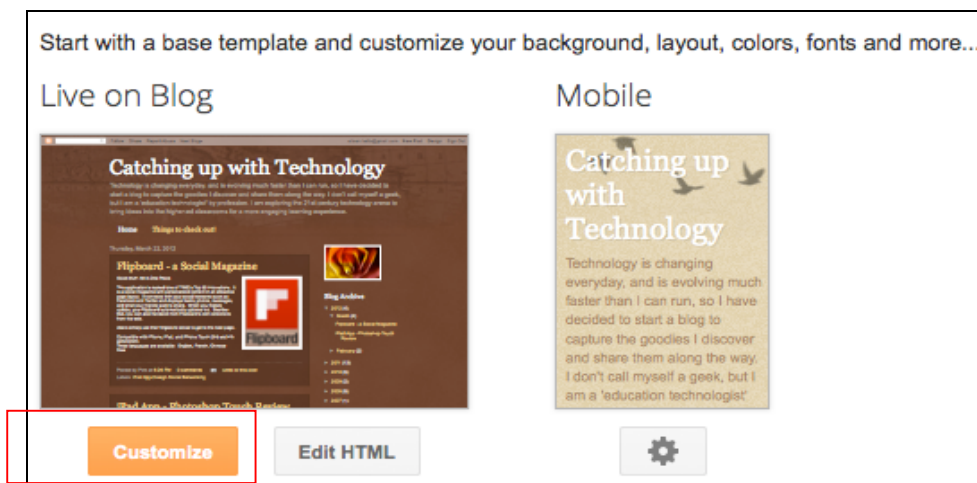
Customizing Template Designs
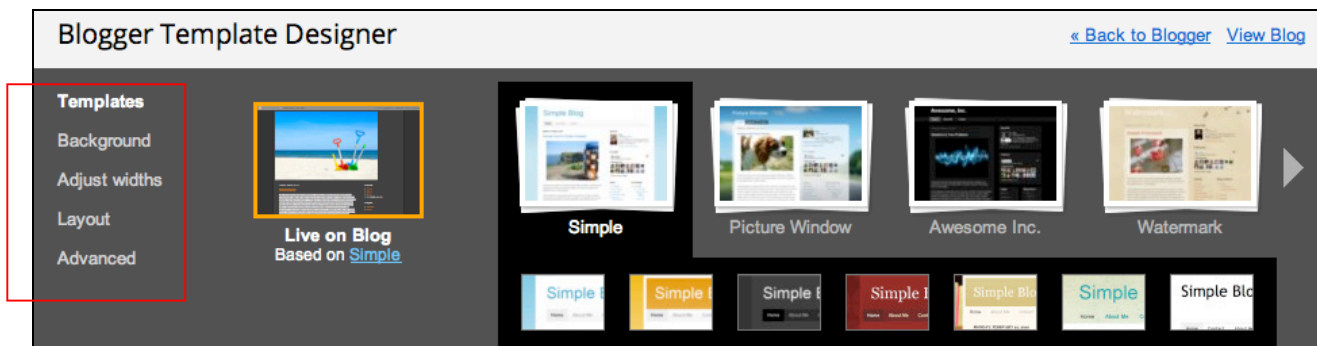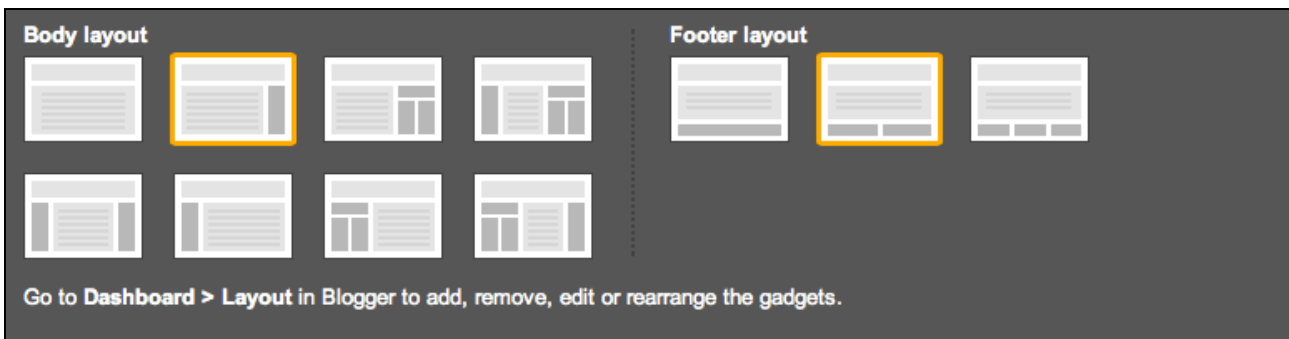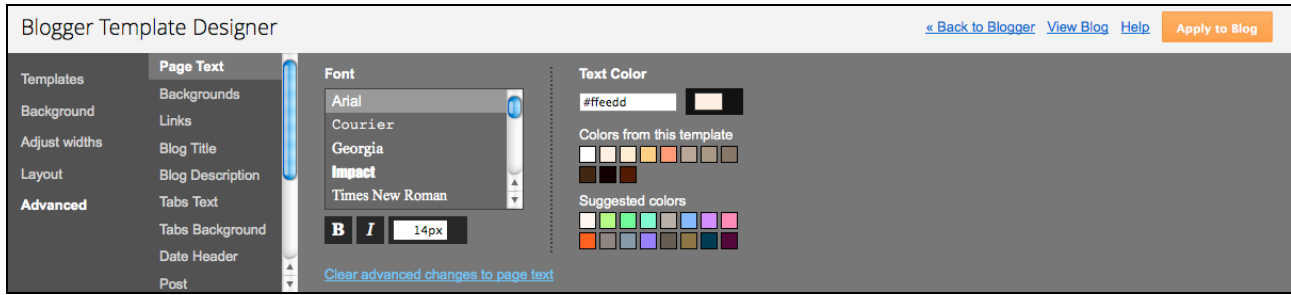
Customizing Template Background Image

Customizing Template Width

Customizing Template Layout and Advanced Options

You can click and drag to reorder the items on the sidebar. Choose **Add a Gadget** to add a new element to your blog. Also, you can click **Edit** to replace your **Header**.
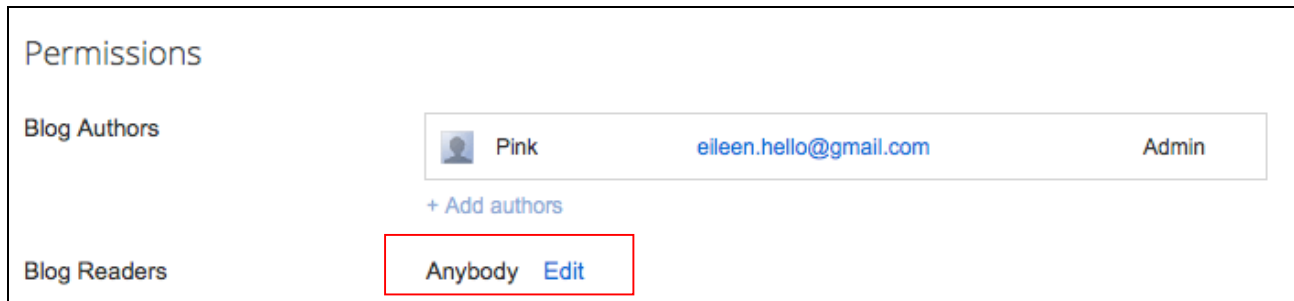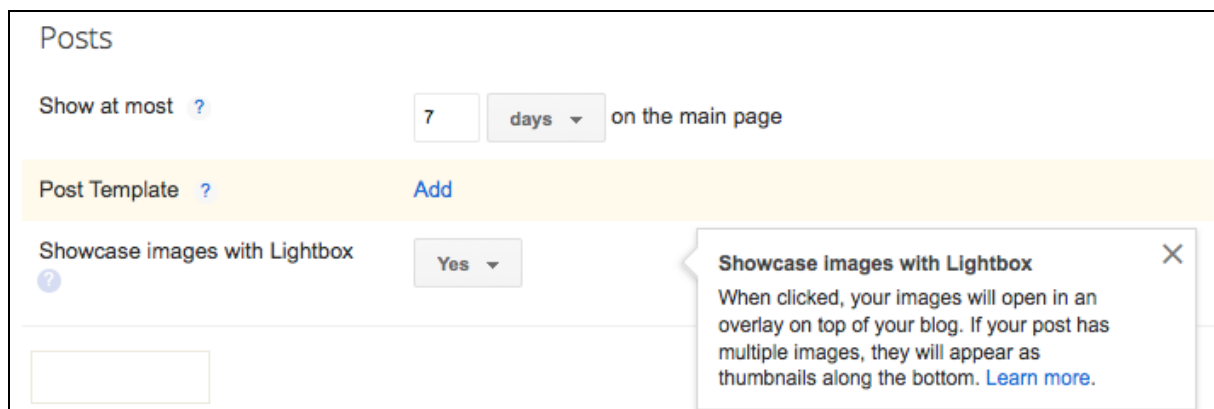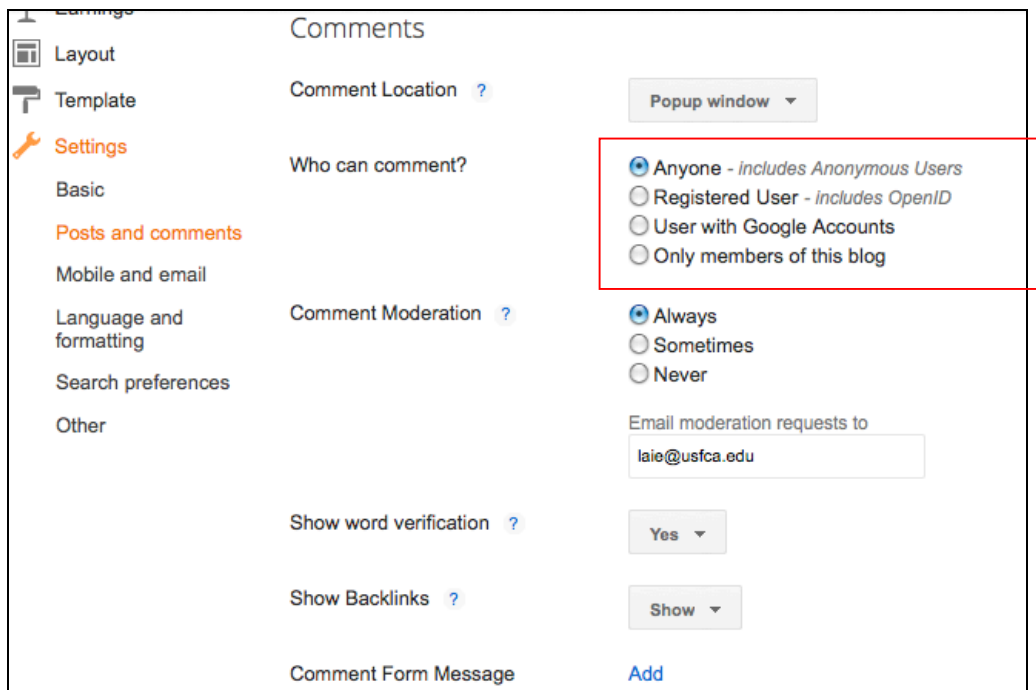
Settings

Settings > Basic

This page shows your blog address and description. You can set **Privacy** and **Permissions** on this page. Simply click **Edit** on the relevant sections to modify these settings.

Settings > Post and Comments

If you allow **ANYONE** to post comments to your site, you may consider enabling **Comment Moderation.**

Choose **Yes** to **Show Backlinks** (default). You will get an email forward icon in your blog so that people can share postings with their friends.

Settings > Mobile and Email

You can email your post to your blog by entering creating a posting email address. Choose to either **publish** right away or save as a **draft.** Also, enter an email if you want notification when somebody leaves you a comment on your blog.

Settings > Other > Blog Tools - Delete Blog

You can **Import, Export** or **Delete blog** here. Imports and exports are only for posts and comments. If you want to save a copy of your template, click the **Backup/Restore** button on the **Template** tab. This feature allows you to save a copy of your blog on your hard drive, or to import your blogs into other existing blogs. To delete a blog, choose **Settings** > **Other** > **Blog Tools** > **Delete blog.**

Under **Allow Blog Feed,** choose **Full** to display full content of your post if desired. Select **Short** if you only wish to display the first 400 characters, whichever is shorter.

To create a feed for your site, click the **Feedburner link** as you click on the 'question mark' next to **Post Feed redirect URL.** This will take you to the Feedburner page. Simply follow the instruction. Enter your **blog URL** to create a feed.

After you have created a feed, click on **Publicize tab** to create a chicklet graphic image to be put on your blog to promote your blog.

Select a **standard** or a **custom** feed icon that you like to put on your blog.

3. Click the radio button next to the button you want to display on your site.

4. From the drop-down select "Blogger", then click **Go!** to add the chicklet as a widget.

5. Blogger will open in a new window. Follow the prompts there to continue to add the new widget.

Then choose widget o be used on **Blogger,** and then click **Add Widget** on the following screen. This will add the icon you chose onto your blog page.

Lastly, remember to enter this newly-created feed under the **Feed Address** field on the **Site Feed Tab page** if you have not already done so.

RSS (**Really Simple Syndication**) is just one standard for expressing feeds as XML. Another well-known choice is **Atom.** If you want a RSS feed instead of an atom feed, you can use the free service provided by www.feedburner.com. When an updated blog site provides a feed to their reader, people can subscribe to it using special software called 'Newsreaders' or 'Aggregators' to automatically scan feeds for updates. A feed reader will display your feeds and the number of new (unread) entries within each of those feeds. Example of feed readers are: My Yahoo!, NewsGator, and Google Reader.

Stats

This gives you a summary of all the page views you have over a period of time.   A chart displays the frequencies of pageviews. It also allows you to see where your audience is coming from. Select **Don't track your own pageviews** if so desired.
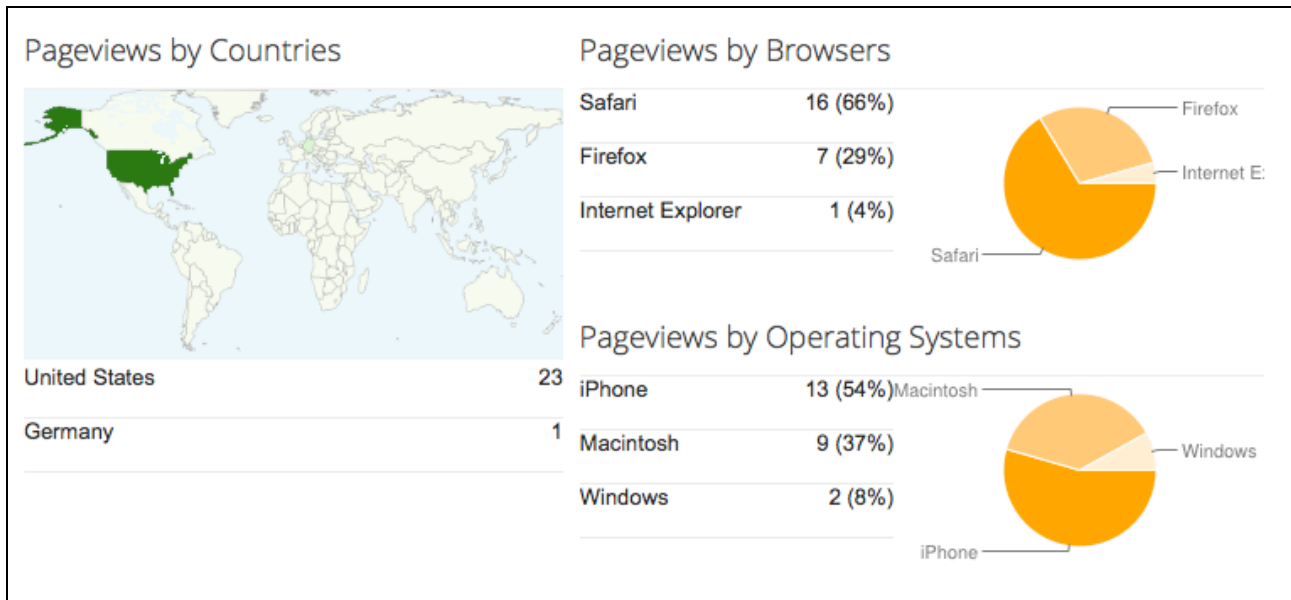
Comments

If you want to delete posted comment on your blog, select **Comments** > **Published.** Choose a single comment or multiple ones, and then click the **Delete** link.

Templates Resources
http://btemplates.com/
http://www.deluxetemplates.net
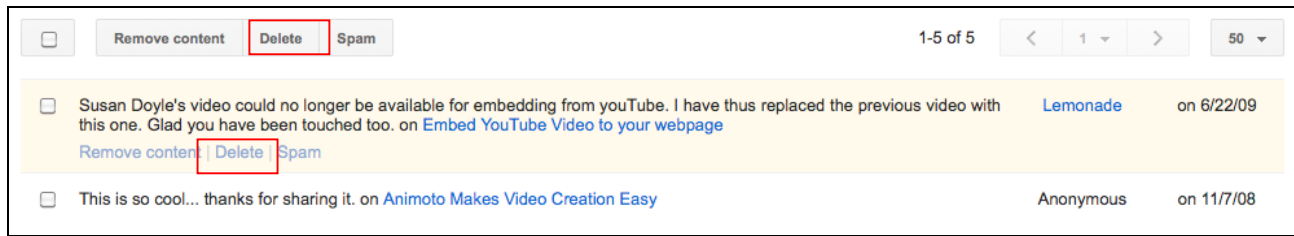
Additional Resources

Host your Blogger Blog to your Own Domain Name

There are two ways to turn an *http://yourblog.blogspot.com* Blogger URL into your own domain with your own hosting.

Read more:
http://www.ehow.com/how_8496671_connect-blogger-domain.html
http://www.ehow.com/how_11415188_export-blogger-blog-domain.html

Or, you can host the Blogger blog on the Google server and purchase a domain through Google Checkout. To host on Google cost $10 annually as of the time of publication.

Read more:
http://www.ehow.com/how_8503736_host-own-blogger-blog.html#ixzz1rmH1NP2L

Both options enable you to have a custom domain and host your own Blogger blog.

Import/Export blog
http://support.google.com/blogger/bin/answer.py?hl=en&answer=97416